**aspect ratio** The relationship of width to height in a picture or shape.

**clip art** Predrawn artwork in a wide variety of styles. Office clip art files can include drawn graphics, photographs, sounds, and animated graphics.

**constrain** To force a drawing object into a particular shape or alignment.

**crop** To remove a portion of a picture or shape that is not needed. The cropped portion is hidden until you compress the picture.

**gridlines** A grid of horizontal and vertical lines that can be used as guides when positioning objects on a slide.

**guides** Nonprinting vertical and horizontal lines that you can move or copy to align objects on a slide.

**keyword** A word or phrase that describes a subject or category on which you can search.

**lassoing** To draw an imaginary box around a group of objects in order to select them.

**order** The way in which objects stack up on a slide as you create them.

**reset** To restore a picture or other formatted object to its default settings.

**rulers** Horizontal and vertical measures that help you position objects on a slide.

**scaling** Specifying a percentage of the original dimensions to enlarge or reduce a picture or shape.

**After Previous** An animation sequencing setting that causes the animation to trigger after the previous event has finished. Compare to *With Previous*.

**animation** An effect you apply to placeholders or other content to move the content in unique ways on the slide.

**Animation Painter** A feature that copies animation settings from one object to another.

**Animation Pane** A pane that enables you to manage all the animation effects on the active slide.

**audio** A sound or music clip.

**delay** An animation setting that specifies how long the effect should pause before it begins.

**duration** An animation setting that determines how long an animation effect should take to execute.

**emphasis effect** An animation effect that causes an object to move, change color, or otherwise call attention to itself when it is neither entering nor exiting the slide.

**entrance effect** An animation effect that occurs when an object is entering the slide.

**exit effect** An animation effect that occurs when an object is exiting the slide.

**motion path** An animation effect that moves an object along a specified path.

**On Click** A trigger for an animation or transition that occurs when the mouse is clicked.

**transition** The movement from one slide to the next.

**video** A movie, animated graphic, or motion video clip.

**With Previous** An animation setting that causes the animation to begin executing simultaneously with the previous animation or event.

**comment** A note you insert on a slide while reviewing.

**encrypting** The process of transforming data into a non-readable form for security purposes.

**Mark as Final** A setting that prevents changes from being made to a presentation unless the user chooses to acknowledge the warning and edit it anyway; does not provide security.

**Markup** The changes identified between two versions of a presentation when using Compare.

**OpenDocument** A file format that most word processing programs support, including the free OpenOffice suite.

**password** A word or phrase that you must type for access to an encrypted file

**PDF** Page Description Language, one of the page layout formats to which PowerPoint can export; requires Adobe Reader or Adobe Acrobat to read.

**picture presentation** A presentation that consists of a series of full-screen graphics of slide content, placed on blank slide backgrounds.

**platform-independent** Able to be used on a variety of operating systems.

**PowerPoint Show** A presentation that opens by default in Slide Show view.

**Rich Text Format (rtf)** A text file format that most word processing programs can open and save as.

**Windows Movie Video (wmv)** The format that PowerPoint saves to when creating videos from presentation files.

**XPS** One of the page description languages that PowerPoint can output to; requires an XPS Viewer utility to view; this utility comes with Windows Vista and higher and can be downloaded free from Microsoft for other Windows versions.

**XPS Viewer** A utility that comes free with Windows Vista and later versions that opens an XPS file.

**annotate** To write or draw on a slide during a presentation.

**broadcast** To deliver a presentation live in real time via a network or Internet connection.

**custom show** A group of slides in a presentation that can be shown separately from the entire presentation.

**Handout Master** The master that controls the layout and elements of handouts.

**ink** The annotations created with the pen and highlighter tools during a slide show.

**landscape orientation** A page orientation that is wider than it is tall.

**orientation** The direction that material appears on a page when printed.

**portrait orientation** A page orientation that is taller than it is wide.

**presentation tools** The tools and commands that are active during Slide Show view.

**timings** The amounts of time assigned to each slide before it automatically advances to the next.